## Approved for Release 2005/11/29 (18 R) P 98 00039A000200020138=7 STANDARD FORM NO. 64 Office Momorandum

Office Taterroof	Concount • UNIT	FED STATES GOVERNMEN	T
TO : Chief, Plans &	Policy Staff/TR	DATE: 21 July 1955	
FROM : Chief, Adminis	strative Branch/TR		
subject: Weekly Activit		STAT	
I. SIGNIFICANT ITEMS II. OTHER ITEMS	None NO. PGS 6	DOC. NO. 25) NO. 13 (C) HET.  13 (C) HET.  CHO COMP // OPL // ORGOD.  AUTH: HR 70-3	D'CHANGE JUST, ZZ >>>C. OZ CLASS S 25X1
Light intensity surveys a vided by the incandescent made with the General Ser improve the lighting. It installation of fluoresceplish the work. The Suppadministration that all obegin on or before 29 July within 45 days. Arrangements	made in the Auditorium, It fixtures is grossly increased and instration that was found that the most ent fixtures. According oly & Services Section was contractual arrangements by 1955. The Contract spacets were made with the der to allow time for ad	N THE AUDITORIUM. B&S BUILDING. R&S Building, showed that light p adequate. Arrangements were ther rough the Office of Logistics to t practicable way to do this is b ly, GSA has been requested to acc as notified by the General Service are now complete and the work wi pecifies completion of this work Office of the Chief, Basic School justments in the schedule of the	efore by com ces
of the Security Officer/	eadquarters badges for This will cen personnel trave	ONNEL. The Office of Security has personnel to the custody ntralize control of the badges and elling to headquarters. The system if it is a passengers	r 25X1 nd com
	that the Comptroller had been annually for rep. 37. This is effective	ANCES. The Budget Fiscal Officer as given verbal approval to reimblacement of items of uniforms as 1 July 1955 and is expected to be	ourse
Accounting Staff/Comptrol developed necessary change	ller and BFO/TR, during ges in the Class A Accou	PROCEDURES. Acting Chief, Technitheir recent visit with their procedures which were accepto/TR reporting procedures, will procedures.	table

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The procedures will be submitted to the Comptroller for approval prior to

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being placed in effect.

a monthly operating cost record for individual components of the

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F. OTR DECENTRALIZED OBLIGATE stituted for all OTR funds effective will record and report all obligation of Finance Division maintaining the by FD on a monthly IBM report.	ons in summary to the	r these procedu e Finance Divia	res BFO/TR sion instead	
G. FY 1957 OFFICE ESTIMATES. due 22 August 1955, is temporarily h Comptroller, as to allowable increas in excess of the FY 1956 approved Co	nalted pending inform ses for pay, per dien	mation from the m, insurance,	Budget Officer/	
H. STATUS OF has a full cl office for non-strenuous duties. He	The Personnel Section Learance. He has been will be entered on	en cleared by	the Medical	
I. <u>CAREER FLANNING FOR FORMER</u> approved the general approach to car group includes instructors who left tions and instructors with S T designated Agency. The details of the plan willing and <u>Career Management</u>	eer planning for for OTR prior to the in- mations now on duty	rmer OTR instruception of Ser- with other se	uctors. This vice Designa- gments of the	
J. OTR VACANCIES - GS POSITIO		07 7	Clericals 25X	(1
Component  Instructor Development Program Plans & Policy Staff Assessment & Evaluation Staff Support Staff/Headquarters Support Staff/ Basic School Intelligence School Language & External Training School Operations School/Headquarters	Professional	Clerical	in process	
Operations School/ Operations School/				
	-			

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K.

Normal TSS training operations may not exceed

carried forward from month to month.

The Budget Officer, TSS, has authorized the Finance

per month. Unused funds may be 25X1

to obligate TSS funds in the same manner and amount as last year.

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25X1	L. period 13	through 19	Weekly report of July is attached.	the utilization	of	facilities	for	the <sup>25X1</sup>
		ed)	ė.					
								25X1
						1.		

Report.

Attachment:

25X1